

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 9 August 1988

1. Status of Tasks Assigned by Senior Management:

25X1 a. At the request of the General Accounting Office (GAO), a meeting has been scheduled for 10 August to review the written response which was furnished by the Agency on 13 July. This meeting constitutes a conference under GAO bid protest rules. In addition to the protester and GAO, Agency representatives from the Office of General Counsel, Procurement Management Staff (OL/PMS), and the Office of Information Technology (OIT) Contract Team will also be in attendance. On 8 August, a premeeting briefing was held among Agency representatives to prepare for the conference. []

25X1 b. With the concurrence of the Director of Finance, the Director of Logistics (D/L) has approved Procurement Note (PN) 194 entitled "Quick Closeout Procedures to Settle Contracts under \$100,000." This PN represents a collaborative effort between the Offices of Finance (OF) and Logistics, which will continue as progress is made to reduce the settlement backlog of contracts under \$100,000. []

2. Major Events That Have Occurred During the Preceding Week:

25X1 a. With six weeks remaining prior to the close of fiscal year (FY) 1988, there is still over [] in Agency procurement funds to be spent. Half of this can be accounted for through the work-in-process reports provided by contract teams, and this figure closely agrees with the open commitment amount provided by OF. These figures will be monitored closely over the next six weeks to assure all money is obligated prior to the end of the fiscal year. []

25X1 b. Numerous responses are being received in OL/PMS from firms responding to a request to update information for the Agency's bidders list. The responses are being compiled within OL/PMS on the mainframe for ultimate use by contract teams and Agency components to enhance our competitive posture. []

OTHER
CANNOT
GIVE
A
COMPLETE
REPORT
UNTIL
NEXT
WEEK

C O N F I D E N T I A L

SUBJECT: OL/PMS Weekly Report for the Period Ending 9 August 1988

25X1 c. [] spoke with [] of Database Systems
25X1 Division, Engineering Group, OIT, regarding system problems CONIF
25X1 has experienced over the last seven months. [] has been
tasked with identifying the cause of performance deterioration in
CONIF and other GIMS systems. Hopefully, we will see an improvement
in system response before the end of this fiscal year. []

d. Memoranda, advising Agency directorates and their
subordinate offices of their progress in achieving competition goals
25X1 for the third quarter of FY 1988, have been forwarded to the D/L for
his approval and signature. []

e. During this reporting period, a total of 245 contract
25X1 actions and 133 amendment actions were input into the CONIF
database. []

25X1 f. [] reviewed HR 5016, "The Consultants Reform
25X1 Act," and provided a memorandum on Agency impact and forwarded same
to the Office of Congressional Affairs (OCA) for appropriate
action. []

25X1 g. [] also reviewed the "Pryor Amendment" which
limits the amount of money that an agency can spend on consultants
for FY 1989. He determined that the legislation has no impact on
the Agency and wrote a memorandum for the record and informed OCA.
25X1 []

25X1 h. [] researched the Federal Acquisition Regulations
to determine reporting requirements for contractors who have been
25X1 provided Government property. []

i. A draft revision to PN 85 has been written for exemption to
25X1 purchase from a company that has been suspended from contracting by
the Department of Defense. []

25X1 j. [] reports that all articles and photographs
for the September Procurement Newsletter have been written and
developed. The Newsletter is scheduled to be forwarded to Printing
and Photography Group for printing on 10 August in order to meet a
25X1 distribution deadline in September. []

25X1 k. [] attended an Industrial Review Panel
meeting on 4 August. Six cases were presented for discussion and
25X1 disposition. []

25X1 l. On 9 August, [] represented OL/PMS at an OL
25X1 Training and Awards Panel meeting. []

C O N F I D E N T I A L

C O N F I D E N T I A L

SUBJECT: OL/PMS Weekly Report for the Period Ending 9 August 1988

3. Upcoming Events:

25X1 a. [] has completed her processing for a
25X1 3-to-4-week TDY. She departs on 12 August []
25X1 where she will be providing secretarial support []
25X1 []

25X1 b. OL/PMS experienced a large personnel drain during this
25X1 reporting period. [] departed on 3 August to
25X1 begin training for her new PCS assignment []
25X1 [] departed on 5 August. He will be working temporarily
on the OIT Contract Team before he begins his new assignment on the
Contracts Management Staff, Office of Technical Service. []

4. Management Activities and Concerns:

25X1 OL/PMS will continue to keep management apprised of any
significant management activities and/or concerns as they arise. []

C O N F I D E N T I A L